

Fred Sullivan
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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Warwick, RI 02886
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Board Meeting Minutes

Thursday, July 29, 2010, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

| Board Members in attendance: | Guests: |
|--|--|
| Fred Sullivan, Chairman | Steve Cabral, P.E., Crossman Engineering, Inc. |
| Aaron Guckian, Secretary | Bruce Hagerman, P.E., Crossman Engineering, Inc. |
| Gary Jarvis | Todd Ravenelle, P.E., Gordon Archibald, Inc. |
| Steven Sylven, P.E. | Mr. Charles Abosamra |
| Peter Ginaitt | Members of the public |
| | |
| Staff present: | |
| Janine L. Burke, Executive Director | John Revens, WSA Legal Counsel |
| Lynn Owens, Administrative Coordinator | Lynda Ortiz, Finance/Customer Service Manager |

1. Call to Order At 5:35 P.M. Chairman Sullivan called this meeting to order.

2. Approval of Minutes

a. Approval of minutes from the regular meeting held July 15, 2010.

ACTION: Mr. Guckian moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Mr. Jarvis not available for vote. Motion approved.

3. March 30, 2010 Pawtuxet River Flooding/City of Warwick State of Emergency

a. Operations & Maintenance Report

Director Burke stated we are working on an energy project grant (\$1,000,000) and we are starting to work on the FEMA worksheets. She said in the future she will include copies of the worksheets on the meeting consent agendas. She said all costs associated with the Flood must be documented regardless of who paid for the loss.

b. Collections System Report

Director Burke stated we are back to normal and are looking at improvements we can start to make on the collection system (see Item 3d.)

c. Financial Report of Flood Expenses

Director Burke provided the Board with the regular bi-weekly spending report for Flood related expenses. She said the report details city expenses and does not include RI Interlocal Trust or detailed Hart Engineering spending. She said in August Superintendent Burke will present a detailed report on the reconstruction efforts and overall spending at the Facility. Mr. Sylven asked if there are plans to phase out Hart Engineering. Director Burke stated the plan is to wrap up the electrical and all the SCADA system work by Thanksgiving, with everyone out of here by January.

d. Review of Conceptual Plans to relocate Bellows Street and Knight Street pumping stations: Crossman Engineering, Inc.

Mr. Steve Cabral, P.E. and Mr. Bruce Hagerman, P.E., Crossman Engineering, Inc., in attendance to present to the Board a draft conceptual design report for the relocation of the Knight Street pumping station and a draft conceptual design report for the Bellows Street pumping station. Draft reports were provided to the Board.

Director Burke stated about a month and a half ago we authorized Crossman Engineering to prepare conceptual plans for moving two of the pump stations that were heavily impacted by the March 2010 Floods.

Mr. Cabral made a detailed presentation to the Board on the draft conceptual plans to examine opportunities to relocate the pump stations outside of the flood zones and also develop a conceptual cost estimate that could be used should FEMA grant funds become available. Following a meeting with staff earlier in the day, Crossman was asked to consider the option of renovating the Bellows Street pump station to elevate all electrical and generator equipment above the flood plain. Comments from the Board and staff will be incorporated into the final reports.

Director Burke stated the priority would be Bellows (over 1,000 properties serviced), then Knight Street (over 270 properties serviced). Chairman Sullivan and Mr. Guckian agreed that the Bellows Street renovation option should be the first priority. Director Burke stated we have an estimate from D'Ambra Construction Co., Inc. to do work at the Irving Road pump station for about \$170,000.

Warwick Sewer Authority Board Meeting Minutes

July 29, 2010, 5:30 p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

Director Burke stated we need to start getting these projects lined up to have the opportunity and eligibility for grant funds for these projects. She said there are FEMA and Department of Commerce grants available for pump stations located in industrial areas. She said we have about \$3 Million in remaining bond authorization for sewer construction after the Longmeadow project is constructed; we need to use that money wisely.

Director Burke stated we will be bumping up against a deadline from RI Clean Water Finance Agency for borrowing money for next year's projects. She said she was suggesting we take a year off from borrowing and use that time to prioritize the remaining sewer extension projects and mitigation projects. She said she thought we need to look at the levee next and see how much that will cost to improve. She said she will ask Crossman Engineering, Inc. to provide us with a cost proposal to create a conceptual plan for levee improvements and the storm drain system. Director Burke stated we need to be proactive in order to keep open as many funding options as possible. She said next month we can list funding options as a discussion item on our agenda.

Mr. Sylven stated he was impressed by Crossman's presentation, thoroughness and quality of work, not only with these conceptual plans but also the easement work on Kirby Avenue.

4. Operations and Maintenance Division

a. Emergency Purchase Authorization

- i. A. W. Chesterton Company: Lift station pump, Oakland Beach station: \$6,185.00

ACTION: Director Burke stated this was an emergency purchase approved by Mayor Avedisian on July 20, 2010. In accordance with the WSA Emergency Purchase Procedure, the purchase is being presented to the Board for formal approval. Mr. Guckian moved formal approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

- ii. A. W. Chesterton Company: Lift station pump, Warwick Avenue station: \$6,775.00

ACTION: Director Burke stated this was an emergency purchase approved by Mayor Avedisian on July 20, 2010. In accordance with the WSA Emergency Purchase Procedure, the purchase is being presented to the Board for formal approval. Mr. Ginaitt moved formal approval. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

Director Burke discussed with the Board the need to budget funds in a dedicated pump station maintenance account for pump repairs at our forty-eight pump stations. She said we do budget for renewal and replacement of major equipment.

5. Construction Division

a. Sewer Project Update Report

- i. Governor Francis Farms II: Pump Station Change Order, DqAmbra Construction Co., Inc.: \$40,000.00
ACTION: Held from July 15, 2010.

Director Burke stated we received the CRMC permit for the pump station.

Mr. Todd Ravenelle, P.E., Gordon Archibald, Inc. said he was here to provide an update on the pump station. He said some time ago DqAmbra Construction Co. Inc. had given us a letter on estimated costs for the delay in the pump station due to the zoning issues. He said that estimate was \$40,000. He said at this point the zoning has been approved and DqAmbra received the approved shop drawings and the go-ahead to order the pump station. Mr. Ravenelle stated we asked for an updated cost for the one-year delay in getting the pump station work started. He said he is looking for a breakdown of the \$40,000 cost to justify the added expense.

Mr. Ravenelle stated he is also working with DqAmbra to determine a construction schedule to build the station and complete the project. He said we must bring three-phase power to the pump station through National Grid. He said their engineering and design work is complete but we could not enter into an agreement with National Grid for the service until the zoning was approved. Mr. Ravenelle asked that this item be tabled until a more detailed cost estimate is presented by DqAmbra and GRA has an opportunity to review and comment.

Mr. Sylven asked about the project completion date and DqAmbra's work schedule. Director Burke stated (in light of the delays associated with the zoning process) WSA will negotiate a reasonable contract extension with DqAmbra to define the project completion date.

This item is tabled to the next meeting.

- ii. Bayside IV/Longmeadow

Warwick Sewer Authority Board Meeting Minutes

July 29, 2010, 5:30 p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

Director Burke stated the City's Purchasing Division is reviewing State purchasing requirements relative to the use of Contract AA for construction of the Bayside IV/Longmeadow project.

iii. Kirby Avenue sewer extension: Approval of Easement

Attorney Revens stated he made a site visit with Mr. Solitro to review the plan for restoration with the property owner. He said he is hopeful that we will have an executed easement agreement by the next meeting. Chairman Sullivan stated as soon as the easement agreements are signed, move ahead with construction of the sewer extension.

iv. Cowesett Road sewer extension

Director Burke stated this project is complete.

6. Billing Services Division

a. Sewer Usage Rate

- i. Review of consultant's revised usage rate study
- ii. City Council review and public review of study

ACTION: Director Burke asked that a review of Mr. Bebyn's revised usage rate study be held until he can appear before the Board at the next meeting. She said she understands a City Council resolution has been docketed asking that the WSA appear before the Council to discuss the rate study and other issues.

b. Appeal of Regulation No. 53 On-Site Grant Funds

- i. Mr. and Mrs. Mark Howgate, 59 Heights Avenue (Plat 335 Lot 7)

ACTION: Item is tabled to August 12, 2010.

c. Sewer Assessment Abatement

| Name | Service Address | Reason | Amount |
|---------------------------|---|--|------------|
| Charles & Angela Abosamra | v/l Ellsworth Street Plat 363 lot 0782 | Property is landlocked; assessed in error. | \$1,753.60 |

ACTION: Tabled from May 27, 2010.

Mr. Charles Abosamra explained to the Board that because sewer service is not available to the lot, the assessment should be abated. Director Burke confirmed that the sewer line was not extended to service Lot 782. She stated staff is agreeable to abating the balance of the assessment but would like to preserve WSA's right to assess if the lot is ever developed or if the sewer line is extended to the lot.

Mr. Guckian moved to abate the balance of the sewer assessment pending creation of a resolution preserving the right to assess upon development. Mr.

Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

7. Administrative Items

a. Director's Report

- i. FY 2011 Budget
- ii. Financial Report
- iii. Administrative Schedule

ACTION: Director Burke stated at the next meeting she should have a regular budget report for the month of July. She said she will try to get some preliminary numbers for the end of FY10. She said with respect to the FY11 budget, the Mayor's Office is working on a city-wide Budget Reduction Action Plan. She said the first wave involves the General Fund but she understands the Enterprise Funds, like the WSA, will be in the second wave of cuts. Director Burke stated we have suggested some cuts and cost-saving measures already but with no price tags so there's more work to do on that. She stated in the meantime, as always, we are watching our spending very closely.

Director Burke stated the August Board meetings will be the 12th and the 26th. She said she thought we should be able to resume monthly meetings again after that. She said Superintendent Burke is planning to make a presentation to the Board at one of those meetings on the reconstruction efforts and expenses.

b. Chairman's Report

Chairman Sullivan asked that the August 26th meeting date be changed to Tuesday, August 24, 2010. A revised meeting schedule will be sent electronically.

8. Consent Agenda – Correspondence

- a. WSA to Mr./Mrs. Vecchione on sewer easement (7-16-10)
- b. WSA response to Mr. Langseth's request for information (7-21-10)
- c. Mayor Avedisian letter to Curt Spalding, USEPA (7-21-10)

ACTION: Mr. Ginaitt moved approval of the consent agenda items. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

9. New Business

- a. Regulation 48: Permitting of Haulers of Septage Wastes

Warwick Sewer Authority Board Meeting Minutes

July 29, 2010, 5:30 p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

Director Burke stated Chairman Sullivan had raised the issue of amending this regulation to require waste haulers to submit all pump out manifests to WSA, regardless of where the waste is disposed. She said he would like to license all haulers that work in Warwick. She said right now, haulers are only required to submit manifests if they dump at WSA. She said this would provide WSA with more accurate pump out records for Warwick properties, but questioned whether WSA has the authority to require submittal. Attorney Revens stated he didn't know how we would enforce it. He said if RIDEM is not tracking this and has no plans to do this in the future, WSA might want to invite haulers to meet with us and get their input. He said this is another level of regulation. Director Burke stated if the City enacts a wastewater management district, property owners will be required to provide WSA with the pump out information.

b. Cesspool Phaseout

Director Burke stated Chairman Sullivan asked that we target areas of the City impacted by the Cesspool Phaseout Act and share information with them about the Act. She said she will work with the Chairman to prioritize unsewered areas within the cesspool phaseout area and look at the feasibility of extending low pressure lines. She said those areas will be required to do something with their onsite systems in the next two years.

10. Old Business

- a. Buttonwoods Fire District
- b. WSA Deferment Policy
- c. Mandatory Sewer Connection Program
- d. Sewer Tie-In Loan Fund
- e. Facilities Plan Update
- f. Abatement of Pretreatment Charges
- g. Safety Valve Insurance Revenue Sharing Proposal
- h. Amendments to By-Laws

11. PUBLIC COMMENT PERIOD

Comments only may be addressed to the WSA Board who will take them under advisement.

Chairman Sullivan invited the public to comment. Mr. Roy Dempsey, 4 Killdeer Road, Warwick, shared his comments with the Board. Mr. Richard Langseth, 170 Budlong Farm Road, Warwick, shared his comments with the Board.

12. Open Call for Executive Session Pursuant to RIGL 42-46-5 (a) (2) Litigation: Xavier Court

Mr. Guckian moved that the WSA convene in executive session in accordance with RIGL 42-46-5 (a) (2) litigation, Xavier Court. Mr. Jarvis seconded the motion.

Warwick Sewer Authority Board Meeting Minutes

July 29, 2010, 5:30 p.m.

WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

At 7:18 p.m. the Board entered executive session.

At 7:24 p.m. the Board returned to open session

Mr. Guckian moved that the minutes of the executive session be kept closed in accordance with the RIGL 42-46-4 and 42-46-5 (a) (2) litigation, Xavier Court. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

13. Adjournment

Mr. Guckian moved to adjourn this meeting. Mr. Jarvis seconded the motion. Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

At 7:25 p.m. this meeting ended.

Aaron Guckian, WSA Secretary

Date of Approval